

U.S. GOVERNMENT PRINTING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Short-Run, Fast Schedule, Black/Color Duplicating/Copying

as requisitioned from the U.S. Government Printing Office (GPO) by the

U.S. Patent and Trademark Office

Single Award

The term of this contract is for the period

beginning October 1, 2000 and ending September 30, 2001.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on August 23, 2000.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a ½ mile radius of the United States Patent and Trademark Office, Crystal Park 1, Arlington, Va. 22202.

**NOTE:** Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

For information of a technical nature call Karen Johnson (202) 512-2044 (No collect calls).

## SECTION 1. GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Electronic Media

**DUPLICATING/COPYING:** For the purposes of this contract, duplicating/copying shall be defined as the reproduction of furnished material by means of equipment employing the lithographic process and/or copier-duplicating machines employing electrostatic, thermal, or other copying processes.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2000 through September 30, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**PAYMENT:** Before any invoices will be accepted by the GPO for BIWEEKLY payment, the itemized statement for each Biweekly print order must be submitted to the ordering agency for examination and certification as to correctness of the billings, as applicable to the work performed at the time of delivery. This certification by the ordering agency will suffice in lieu of submitting a completed sample and/or delivery receipts with contractor's invoice. After examination and certification by the ordering agency submit invoices to the address indicated below.

Submit all invoices to: **Comptroller, U.S. Government Printing Office, North Capitol and H Streets, NW, Washington, D.C. 20401.**

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of short-run, fast schedule duplicating/copying of self-or-separate cover products and cut sheet forms requiring such operations as duplicating/copying in black or full color, binding, and packing.

This contract is being established to accommodate rush requirements which require a very short turnaround time.

**TITLE:** Expedited Black/Color Duplicating/Copying.

**ORDERING:** One print order will be issued biweekly (every two weeks) covering work ordered during that period. The contractor will invoice on a biweekly basis (see "PAYMENT" in Section 1. of these Specifications).

Multiple items may be ordered during each two week period. The schedule specified in this section pertains to the placement of each of these individual items. **NOTE:** There will be multiple offices within the U.S. Patent and Trademark Office that will utilize this contract.

**FREQUENCY OF ORDERS:** It is impossible to determine the frequency or number of orders that will be placed. It is anticipated at this time that there will be approximately 1-10 orders placed per month.

**NUMBER OF PAGES/QUANTITY:** Orders may range from a single sheet form to publications up to 300 pages and require from 1 to 500 copies.

**TRIM SIZES:** Format A - up to and including 216 x 279 mm (8-1/2 x 11").

Format B - over 216 x 279 mm (8-1/2 x 11") up to and including 432 x 279 mm (17 x 11").

Format C - over 432 x 279 mm (17 x 11") up to and including 915 x 1220 mm (36 x 48").

Tabs - 229 x 279 mm (9 x 11") including 13 mm (1/2") tab.

**GOVERNMENT TO FURNISH:** 35mm slides, color and/or black and white camera copy consisting of reprint copy, text, line art, graphics, and/or photo prints to be reproduced at various focuses.

Digital copy developed on a PC and/or Macintosh computers in the following word processing, desktop publishing, encapsulated postscript and/or Portable Document Format (PDF) file formats:

Pagemaker	Photoshop
AcrobatMS Word	
Excel	PowerPoint
Access	MS Publisher
CorelDraw	Photoshop
PhotoPaint	QuatroPro
CorelFlow	Corel Presentation

Files may be furnished on 3-1/2" diskette, Iomega Zip or Jaz Disks, CDROM, CDR or CDRW media.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**FILMS:** None required.

**PROOFS:** None required.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein.

The paper to be used will be indicated on each order.  
All text paper used in each copy must be a uniform shade.

All cover paper must have the grain parallel to the spine.

White High Quality Xerographic Copier, Laser Printer, (24 lbs.).

White and Colored Plain Copier, Xerographic (20 lbs.).

White and Colored Vellum-Finish Cover, (65-70 lbs.)

White and Colored Index, (90 lbs.).

Transparency film.

Clear plastic/Acetate film cover sheets.

Poster Stock: The Department will accept the stock the contractor normally furnishes when producing black and white or color posters under Format C.

**DUPLICATING/COPYING** - Reproduce one side only, head to head, head to side, or head to foot in black and/or full color as indicated on copy or print order. An occasional order may require the contractor to produce single or multi color transparencies.

Contractor may be required to remove fasteners from furnished material prior to reproducing. After reproduction material must be reassembled in the same sequence as received.

When indicated on copy or print order, after duplication of color posters, laminate the complete poster with a matte or gloss finish as specified.

**MARGINS**: Margins will be indicated on print order or furnished copy.

**BINDING**: Bind in the same manner as furnished copy or as indicated on the print order or furnished copy.

Various binding styles will be ordered as follows:

**Trim Four Sides**: Slip sheeting may be required with a color of stock other than that used in the publication.

**Looseleaf Products**: One stitch in upper left corner and trim four sides or side wire stitch in one or two places (as indicated) and trim four sides. Separate two-piece covers, when required, shall trim flush and bind with text.

**Folding**: When specified on the copy or print order fold with one or two folds as indicated.

**Saddle-wire stitch** in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

**SPECIAL BINDING**: Occasional orders may require special binding as follows:

Bind text and cover with black or white or GBC colored plastic combs.

Bind text and cover with black or white or colored continuous coil plastic spiral.

Velo Bind text and cover.

Although maximum page thickness cannot be predetermined, the Department will conform to the contractor's maximum page capacity for their equipment.

When specified, drill three 8 mm (5/16") or 10 mm (3/8") diameter holes (as ordered) centered on the 279 mm (11") side, 108 mm (4-1/4") center to center. Center of holes to be 10 mm (3/8") from left edge of product unless otherwise indicated.

Posters: When specified on order, dry mount on 1/2" Foamcore.

Tabs: 1/5<sup>th</sup> cut. Single or multiple banks may be ordered.

PACKING: Shrink film wrap if specified on the order in suitable units and pack in shipping bundles or pack in shipping containers not to exceed 20.4 kg (45 lbs.) when fully packed.

Requirements for containers having a bursting strength of 1 800 kPa (275 pounds p.s.i.) as described in GPO, Pub. 310.2 is waived. However, containers must be of sufficient strength as to insure safe delivery and storage.

LABELING AND MARKING: One sample copy of the product packaged in each bundle or container must be attached, face up to the outside of the bundle or container, to identify the contents therein. At the contractor's option, when multi-page products are packaged, a sample copy of the 1st page of the product may be attached to identify the contents. When multiple bundles or containers are required to package the same product, they must be identified (i.e. 1 of 3, 2 of 3, etc.). All expenses incidental to furnishing the sample copies, used to identify bundles and containers, must be borne by the contractor.

Products shall not be mixed within bundles or containers.

DISTRIBUTION: Department will drop off and pickup each order placed.

SCHEDULE: Adherence to this schedule must be maintained.

Contractor must be able to provide finished product within 4-24 hours after receiving originals.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)
(a)	55	15
(b)	500	140
(c)	55	15
(d)	500	140
(e)	2	XXX
(f)	3	XXX
(g)	10	
(h)	25	

II.	(1)	(2)
(a)	1	1
(b)	4	2
(c)	3	1
(d)	10	2
(e)	50	10
(f)	20	6
(g)	50	
(h)	2	
(i)	2	
(j)	1	

III.	(1)	(2)
(a)	272	70
(b)	818	212
(c)	1	1
(d)	42	11
(e)	42	11
(f)	10	3
(g)	10	3
(h)	1	1
(i)	5	XXX

IV. (a)	30
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#### SECTION 4.- SCHEDULE OF PRICES

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Fractional parts of 100 will be prorated at the per 100 rate.

All invoices submitted shall be based on the most economical method of production.

##### I. DUPLICATING/COPYING:

**FORMATS A and B** - Prices offered are per leaf (text and/or cover) and must include the cost of any required makeready and setup media. Binding of duplicated/copied leaves must be charged under Item II. BINDING. The cost of all required paper for FORMATS A and B must be charged under Item III. PAPER.

	<u>Running Per 100 Copies</u>	
	<u>Format A</u> (1)	<u>Format B</u> (2)
(a) Leaves duplicated one side only in black .....	\$_____	\$_____
(b) Leaves duplicated face and back in black .....	\$_____	\$_____
(c) Leaves duplicated one side only in color .....	\$_____	\$_____
(d) Leaves duplicated face and back in color .....	\$_____	\$_____
(e) Creating single color Transparencies.....	\$_____	<u>\$XXXXXX</u>
(f) Creating multi-color Transparencies .....	\$_____	<u>\$XXXXXX</u>

\_\_\_\_\_  
(Initials)

**FORMAT C** - Prices offered for Format C are per square foot, and must include the cost of all required PAPER, and any required makeready and setup media. Prices offered for item (h) must also include the cost of laminating with a matte or gloss finish.

	<u>Per Square Foot</u>
(g) Duplicating one side only in black ink .....	\$ _____
(h) Duplicating one side only in color, and laminating (matte or gloss finish) .....	\$ _____

II. BINDING: The prices offered for binding leaves from Formats A and B shall include the cost of all materials and operations necessary for binding in the style indicated. The cost of all duplicating must be charged under Item I. DUPLICATING/COPYING. The cost of all required paper must be charged under Item III. PAPER.

	<u>Format A (1)</u>	<u>Format B (2)</u>
(a) Spiral Plastic Comb Binding .....per 100 books.....	\$ _____	\$ _____
(b) Plastic Comb Binding .....per 100 books.....	\$ _____	\$ _____
(c) Velo Binding.....per 100 books.....	\$ _____	\$ _____
(d) Saddle-Stitch Binding (includes cost of folding leaves) .....per 100 books.....	\$ _____	\$ _____
(e) Stitching with one or two wire stitched as specified .....per 100 books.....	\$ _____	\$ _____
(f) Tab Dividers..... per 100 dividers.....	\$ _____	\$ _____

Drilling: When drilling pamphlets or books with separate paper covers, each thickness of cover stock will be counted as three leaves.

(g) Drilling ..... per 100 leaves.....	\$ _____
(h) Inserting colored slip sheets ..... per 100 leaves.....	\$ _____
(i) Shrink-film wrapping (as specified) .....per 100 packages .....	\$ _____
(j) Folding (up to 2 parallel folds)..... per 100 pieces.....	\$ _____

III. PAPER: Payment for all paper supplied under **FORMATS A and B** by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves for Formats A and B will be based on the following:

Cover and text - each page-size leaf.

\_\_\_\_\_

	(Initials) Per 100 Leaves	
	Format A	Format B
	(1)	(2)
(a) White High Quality Xerographic Copier, Laser Printer, (24 lbs.) .....	\$ _____	\$ _____
(b) White Plain Copier, Xerographic (20 lbs.) .....	\$ _____	\$ _____
(c) Colored Plain Copier, Xerographic (20 lbs.) .....	\$ _____	\$ _____
(d) White Vellum-Finish Cover, (65-70 lbs.) .....	\$ _____	\$ _____
(e) Colored Vellum-Finish Cover, (65-70 lbs.).....	\$ _____	\$ _____
(f) White Index, (90 lbs.). .....	\$ _____	\$ _____
(g) Colored Index, (90 lbs.). .....	\$ _____	\$ _____
(h) Clear plastic/Acetate film cover sheets .....	\$ _____	\$ _____
(i) Transparency Film .....	\$ _____	\$ <u>XXXXXXX</u>

IV. ADDITIONAL OPERATION (Posters) – FORMAT C: - Price offered is per square foot, and must include the cost of any required makeready and setup media

	Per Square Foot
(a) Dry Mounting on ½” Foamcore .....	\$ _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.--SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two parts of the GPO Form 910 "Bid" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)